



Kiddiwinks Pre-school

Kiddiwinks Pre-school is a Registered Charity number 1023536

The Annual Report covers the financial year to 31st August 2024

The Pre-school rents the premises and operates from Gillingham Methodist Church

Object of the Charity

The object of the Pre-school is to advance education of young children between the age of two and compulsory school age, by providing stimulating and creative play by qualified friendly staff in a fun safe and stimulating environment

Mission Statement

Working together to provide quality care and a foundation for lifelong learning

Kiddiwinks pre-school
Annual General Meeting Report
25th November 2024

Meeting Agenda

AGM 25th November 2023

1. Minutes of last meeting- vote are correct and true
2. Reports read (Chair, Supervisor, Treasurer, and Finance)
3. Nomination of Officers of the Committee
4. Updated policies to be voted in
5. Other business
6. Meeting close

Minutes - Kiddiwinks Annual General Meeting Report 20th November 2023

In attendance Roy Adams, Belinda Jee, Helen Ellis-Adams, Maria Pieri, Carly Servante, Tom Servante, Zalu, Aureji, Victoria Wonder, Aston Hunt, Sophie Brady, Stephen Pocknall, Frank Whittaker, Delayna Comerford and James.

Minutes of the meeting 20th November 2023 9.05am start.

Helen opened the meeting by introducing herself and the other committee members Last year meeting and minutes was voted in as true by committee members.

Helen started the meeting by going through what was going to be discussed and some announcements that was not in her report. For example if any parents/carers and staff wanted to know more about the policies they are available on Tapestry as well as a hard copy kept on the premises.

Helen wanted to do a special thank you to Stephen Pocknall for his help in securing a £600 breakfast club donation that will enable the Pre-School to replace plates, cups and tables.

They were very grateful for the Autumn sponsored event donations from Term one this money was able to buy the construction set and some left over for new room dividers.

Kiddiwinks are trying to be more Eco friendly by replacing paper towels with cloths that can be cleaned and reused. Asking parents to think about what they put in their children's pack lunches for example less packaging more using reusable containers and they are now doing a compost heap for children left overs to avoid waste.

Meeting stopped a couple of times to allow parents who wanted to attend the meeting to settle and volunteers to come in and go into the other room.

Meeting adjourned where left off Helen about to go through her report

Supervisor's Report: Helen

She started with thanking staff, parents/carers and volunteers for their support this year 2022/23 Staff update -Fifi returned from maternity leave in November 2022 and is back on track complete her apprenticeship at the end of this year. May has been working towards her Level 3 qualifications and hopes to complete her apprenticeship early December. Carrie has recently completed her Cache Level 3 Special Educational Needs Coordinator qualification in Early year setting. Carrie and Belinda are the well being ambassadors, they provide help and advise to staff team and parents/carers. Trudy helps with cooking sessions for the children and children/parents sessions. As well as attends many training initiatives that support promoting healthy early years. May is the Oral Health Expert. she is apart of a group that works in collaboration with other settings and professionals in promotion of good oral health for our families. Hazel and Maggie are valued volunteers that support the staff team in everyday practice

The establishment as a whole have been engaged in with Government initiatives to support settings in Covid recovery, been apart of Expert and Mentors programme and engaged in a Department of Education Early Years Professional Development Programme (EYPDP). Kiddiwinks are continuing to support children and families to stay healthy and have managed to achieve the Healthy Early Year (HEY) Gold Award.

The children's Christmas and Easter celebrations was recorded on Tapestry App so all parent/carers could be apart of it. The sports day was organised at the local park, which was enjoyed by all. They also invited along the parents to an afternoon tea party to celebrate the King's coronation. In July they arranged a teddy bears picnic to say goodbye to the school leavers and their families that were moving onto Year R

In September 2023 we welcomed new families to the setting.

They are continuing with the 15 minute period in the morning and home time as this allows smoother transitions for parents/carers, children and staff

Helen finished by saying thank you to everyone at the meeting, staff, volunteers, parents/car and the committee members.

Chair person Report - Roy Adams

He stated the current Officers for the committ Chair: Roy Adams Treasure: Maria Pieri Secretary: Carly Servante Roy then said that all committee members above have stated they would like to keep their existing positions but is there anyone else that would like to be considered. No one raised their hands.

We then nominated the officers of the committ Roy was nominated to stay as Chair by by Aston Hunt and James Maria was nominated to stay as Treasurer by Stephen Pocknall and Sophie Brady Carly was nominated to stay as Secretary by Victoria Wonder and Roy Adams

He lastly said a big thank you to all the families who generously donated equipment and money to the pre-school the last year. Also a special thank you to Helen and Belinda for their support and encouragement over the past years. He has enjoyed his involvement with Kiddiwinks over the years and looks forward to many more.

Treasurers Report 2023 - Belinda and Maria

Belinda explained Maria and hers role. They oversee the fundraising account. the petty cash need to signatures regarding any transactions. At no time will the petty cash be the responsibility for one person. Money that goes into the fundraising account is sponsored events, donations. These funds help towards food for snack times, new equipment, and other important resources need for the Preschool. Due to the overwhelming money raised from the Christmas and Easter Events. The total amounted to £625. They were able to renovate the outside area and introduce cooking experiences for the children and their families.

Financial Report 2023 - Belinda Jee finance/payroll manage

The financial year is from September 2022 to August 202 Business account balanced opened with £36,553.88 and the closing balance was £32,422.92 New account was opened during the year advised by Lloyds Bank. The old account is now closed The deposit account opened at £31,884.99 closed with added interest at £ 32,047.53 Lastly Belinda would like to thank all staff, the committee and everyone who helped this passe year. See AGM report for full details. Meeting finished 9:30

Supervisor's Report

First of all a big thank you to all Staff, Parents and Committee for their support this year, 2023/24 has been another fantastic year at Kiddiwinks, we are a great team

The academic year started well in September 2023.

We would like to congratulate May and Fifi who have now completed their level 3 apprenticeship in Early years. We are very proud of them and thank them for their commitment to the training and to Kiddiwinks pre-school. We also welcome Charlotte back from maternity leave, it is great to have her back with us.

As a team we all continue our ongoing commitment for professional development and safeguarding has been a huge focus alongside promoting good mental health. Carrie and Belinda are our well being ambassadors, providing help and advice to the staff team and parents. Promoting and supporting the well being of all our staff and that of the children and their families is a continuing priority for Kiddiwinks.

We have also been a part of a rolling programme supporting early communication for our children. This is called 'Early Talk Boost' and is a small group experience for selected children over 9 weeks. We are also part of a new initiative called 'Emotional Coaching' supporting children in the setting to manage their emotions in a positive way.

This year will be continuing to support children and families to stay healthy, and we are proud to say that we have now achieved the Healthy Early Year (HEY) Gold award. We are working towards platinum this has a focus supporting well being. During our Healthy Early Years journey we have introduced lots of initiatives including weekly experiences cooking with the children, workshops for cooking on a budget with parents, alongside promoting good oral health. We thank Trudy and Rita for their cooking expertise and May for being our Oral Health Expert, May is part of a group working in collaboration with the other setting and professionals in the promotion of good oral health for our families. This year we have also introduced toothbrushing in the setting which has been received very positively with children brushing their teeth after lunch.

We would like to express a special thank you Making a difference locally (MADL). Stephen Pocknall has nominated us for several grants which we are really grateful to him. We have been able to buy new sports equipment, and visual timetables to support our SEN and EAL children as well as replace old and tired equipment

The children's Christmas and Easter celebrations at Kiddiwinks were recorded on the tapestry app so all parents to be part of this and sports day was organized at our local park which was enjoyed by all. In July we were able to say goodbye to our school leavers and their families by arranging a garden party on the big grass. This was a teddy bears picnic. It was lovely to be able to do this and wish them well as they move onto Year R.

As we opened in September to new families we were pleased to be able to invite them into the setting to complete settling in forms and to settle children,

We continue to organise welcome and home times each day during a 15 minute period. To ease transition times and give time to for daily feedback and incidental exchanges of information. It goes without saying that the safety of children and our staff are our top priority and we continue to monitor, evaluate and adapt our health and safety practice as necessary. I would like to take this opportunity to thank you as parents, the Committee and staff team for your understanding and

cooperation. Also I would like to acknowledge and say thank you to Hazel, Maggie and Rita who are our valued volunteers supporting the staff team in our everyday practice

Finally, 'Thank You' to all Committee Members and Friends of Kiddiwinks who so willingly give their spare time to Kiddiwinks, their commitment is very much appreciated. A special thank you also to Roy our Chair, Maria who was Treasurer and Carly our Secretary. Roy, Maria and Carly willingly give much time (which is voluntary to Kiddiwinks) Maria keeps a check on the fundraising account and Carly records minutes of meetings. Maria will be resigning today and therefore we need to nominate a new Secretary to fill this role.

A special thank you to Roy for his continued support to Kiddiwinks.

We are very pleased that Roy and Carly have expressed a desire to continue in their role. If you would like to be nominated for any of these roles please come forward. We would like to extend to them and all our parents our special thanks for their commitment to the setting, help and support.

Thank you for taking the time to attend this meeting and we look forward to working in partnership with you throughout this year to provide the best possible experiences for your child and you whilst at the setting

Chairperson's Report – Roy Adams

Thank you for your support this morning attending our AGM.

Officers of the Committee for 2023/2024

Chair	Roy Adams
Treasurer	Maria Pieri
Secretary	Carly Servante

Myself and Carly have expressed an interest to be re-elected for our current positions on the Committee.

Are there any other nominees for the posts highlighted above?

We now need to nominate and vote Officers of the Committee for the year 2024/25

A big thank you to all families who generously donated equipment and money to the pre-school through the past year.

A big thank you to Helen and Belinda for all their support and encouragement over the past years, I have enjoyed being involved with Kiddiwinks over the years and look forward to another exciting year supporting our Pre-school

TREASURERS REPORT 2024

BELINDA / MARIA

The role of the appointed treasurer is to oversee the fundraising account. Belinda and Maria are managing the petty cash where there must be two signatures regarding all transactions. At no time will the petty cash be allowed to be the responsibility of one person.

Money paid into the fundraising account includes sponsored events and donations. These additional funds help towards the purchase of food for snack times, equipment and other important resources needed for the Pre-school.

We were overwhelmed with money raised from our Christmas and Easter events where in total we raised £703.43. After expenses we use this money for resources ie paper, paint

The fundraising account and petty cash tin opened at the beginning of the financial year Sept £1649.20 closing balance £1975.34

Financial Report 2024

The financial year is from September 2023 to August 2024.

The Business account balance opened with £32422.92 and the closing balance is £34529.03.

This account is utilized for wages, rent, insurance, staff development, funding, Inland Revenue, Sundry expenses and equipment.

The deposit account opened at £32047.53 closed with added interest at £41445.83

We transferred £10,000.00 from the Business account into the deposit account this year.

This account is for emergencies, staff wages if funding problems arise, or low intake of children at any time.

The bank accounts that were in the process of being closed at the last AGM are now closed. The money from these accounts has been transferred into the new accounts.

All bills are paid, and we have received all the autumn funding payments. The accounts are monitored very closely by Helen, Roy the Chairman and myself.

I would like to thank Helen, all the staff, the committee and everyone who has helped over the past year. It is very much appreciated.

Regards Belinda Jee

Finance /Payroll Manager

KIDDIWINKS

PRE - SCHOOL

INCOME & EXPENDITURE ACCOUNTS

FOR THE YEAR ENDED 31 AUGUST 2024

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- 2 Income & Expenditure Current Account ** CLOSED
- 3 Income & Expenditure Deposit Account ** CLOSED
- 4 Income & Expenditure NEW Current Account
- 5 Income & Expenditure NEW Deposit Account
- 6 Income & Expenditure NEW Fundraising Account
- 7 Income & Expenditure Petty Cash Account



Atina Accounts
Chartered Accountants

Jubilee House, Dunkirk, Faversham, Kent, ME13 9TJ
Email: info@atinaaccounts.co.uk Tel: 07792 958792

KIDDIWINKS PRE-SCHOOL

REPORT TO THE COMMITTEE

FOR THE YEAR ENDED 31 AUGUST 2024

Address: Gillingham Methodist Church
100 Third Avenue
Gillingham
Kent
ME7 2LU

In accordance with instructions provided these statements have been prepared, without carrying out an audit, from the accounting records of Kiddiwinks Pre-School from the information and explanations supplied.

The Committee is responsible for the preparation of the statements , it is my responsibility to form an independent opinion from these statements for the period to 31st August 2024.

In my opinion, these statements give a true & fair view of the state of affairs of Kiddiwinks Pre-school as at 31st August 2024.

Signed: Mrs A L Ellis

Approval

I approve the statements herein enclosed and confirm that I have made available all relevant books, records and information required for the completion.

Signed: Mr Roy Adams

Date: 25th November 2024

KIDDIWINKS PRE-SCHOOL

INCOME & EXPENDITURE ACCOUNTS

FOR THE YEAR ENDED 31 AUGUST 2024

Current Account (00091162 Lloyds TSB)

<u>Income</u>	£	<u>Expenditure</u>	£
Opening balance 1st Sept 2023	19,257.63		
<u>Income in year</u>		<u>Expenditure in year</u>	
Fees (incl. B club)	532.50	Wages	-
Medway Council	-	Rent	-
SEN / High Needs	-	Bank Charges	7.63
Other	-	Snack Bar	38.99
Donations	-	*Transfer to New Deposit account	10,000.00
		**Transfer to New Current account	9,743.51
	<hr/>		<hr/>
	532.50		19,790.13
		Closing balance 15th November 2023	-
	<hr/>		<hr/>
	<u>19,790.13</u>		<u>19,790.13</u>
			-

Current Account Bank Reconciliation:

Closing balance 15th November 2023	<hr/>
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Balance per Bank Statement as at 15th November 2023	<hr/>
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KIDDIWINKS PRE-SCHOOL

INCOME & EXPENDITURE ACCOUNTS

FOR THE YEAR ENDED 31 AUGUST 2024

Deposit Account (06116817 Lloyds TSB)

** Incl Fundraising

<u>Income</u>	£	<u>Expenditure</u>	£
Opening balance 1st Sept 2023	32,047.53		
<u>Income in year</u>		<u>Expenditure in year</u>	
Bank Interest	99.71	*Transfer to New Deposit account	30,844.94
		**Transfer to New Fundraising account	1,302.30
		Closing balance 15th November 2023	-
	<u>32,147.24</u>		<u>32,147.24</u>

Deposit Account Bank Reconciliation:

Balance per Bank Statement as at 15th November 2023	-
	<u>-</u>
	<u>-</u>

KIDDIWINKS PRE-SCHOOL

INCOME & EXPENDITURE ACCOUNTS

FOR THE YEAR ENDED 31 AUGUST 2024

NEW Account (41111160 Lloyds TSB)

<u>Income</u>	£	<u>Expenditure</u>	£
Opening balance 1st Sept 2023	13,165.29		
<u>Income in year</u>		<u>Expenditure in year</u>	
Fees	22,654.47	Wages	131,336.92
Medway Council	157,720.20	Rent	23,321.10
SEN / High Needs	4,396.66	Fund raising	433.62
Other	1,026.29	Pension	11,484.68
Donations	3,216.00	Insurance	1,199.71
Fundraising	313.18	Phone / Internet	424.07
Refund from closed A/c	145.00	Stationery / Training	380.50
**Transfer from Current A/c	9,743.51	Toys/Equipment	4,031.26
		Snack Bar	984.50
		Professional Fees	806.40
		Registration	2,992.81
		Cleaning	166.28
		Other	289.72
	<u>199,215.31</u>		<u>177,851.57</u>
		Closing balance 31st August 2024	34,529.03
	<u>212,380.60</u>		<u>212,380.60</u>

Current Account Bank Reconciliation:

Balance per Bank Statement as at 31st August 2024	34,529.03
	<u>34,529.03</u>

KIDDIWINKS PRE-SCHOOL

INCOME & EXPENDITURE ACCOUNTS

FOR THE YEAR ENDED 31 AUGUST 2024

Deposit Account (KDDWNKSP00 Lloyds TSB)

<u>Income</u>	£	<u>Expenditure</u>	£
Opening balance 15th Nov 2023	-		
<u>Income in year</u>		<u>Expenditure in year</u>	
*Transfer from Old Deposit account	30,844.94		
*Transfer to New Deposit account	10,000.00		
Bank Interest	600.89		
		Closing balance 31st August 2024	41,445.83
	<u>41,445.83</u>		<u>41,445.83</u>

Deposit Account Bank Reconciliation:

Balance per Bank Statement as at 31st August 2024	41,445.83
	<u>41,445.83</u>

KIDDIWINKS PRE-SCHOOL

INCOME & EXPENDITURE ACCOUNTS

FOR THE YEAR ENDED 31 AUGUST 2024

Deposit Fundraising Account (15436763 Lloyds TSB)

<u>Income</u>	£	<u>Expenditure</u>	£
Opening @ 15th November 2023	-		
<u>Income in year</u>		<u>Expenditure in year</u>	-
**Transfer from Old Fundraising account	1,302.30		
Bank Interest	13.22		
		Closing balance 31st August 2024	1,315.52
	<u>1,302.30</u>		<u>1,315.52</u>

Deposit Account Bank Reconciliation:

Balance per Bank Statement as at 31st August 2024	1,315.52
	<u>1,315.52</u>

KIDDIWINKS PRE-SCHOOL

INCOME & EXPENDITURE ACCOUNTS

FOR THE YEAR ENDED 31 AUGUST 2024

Petty Cash Account

<u>Income</u>	£	<u>Expenditure</u>	£
Opening balance 1st Sept 2023			
Petty Cash	346.90		
<u>Income in year</u>		<u>Expenditure in year</u>	
Fundraising	703.43	Office inc Postage	78.76
Snack Bar	-	Snack Bar	52.38
Photo Commission	43.50	Resources / Equipment	659.14
Donations	432.00	Fundraising	199.25
Bank Interest	-	Trip to Farm	103.00
Other	-	Other	80.59
Sponsor Money	480.01	Cooking	172.90
	<hr/>		<hr/>
	1,658.94		1,346.02
		Closing balance 31st August 2024	659.82
	<hr/>		<hr/>
	2,005.84		2,005.84
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Petty Cash Account Bank Reconciliation:

Balance per Petty Cash tin as at 31st August 2024		
Petty Cash		659.82
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		659.82
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KIDDIWINKS

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KIDDIWINKS PRE-SCHOOL

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In my opinion, these statements give a true & fair view of the state of affairs of Kiddiwinks Pre-school as at 31st August 2024.

Signed: Mrs A L Ellis

Approval

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KIDDIWINKS PRE-SCHOOL

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Deposit Account Bank Reconciliation:

Balance per Bank Statement as at 15th November 2023	-
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KIDDIWINKS PRE-SCHOOL

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KIDDIWINKS PRE-SCHOOL

INCOME & EXPENDITURE ACCOUNTS

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Deposit Account Bank Reconciliation:

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KIDDIWINKS PRE-SCHOOL

INCOME & EXPENDITURE ACCOUNTS

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KIDDIWINKS PRE-SCHOOL

INCOME & EXPENDITURE ACCOUNTS

FOR THE YEAR ENDED 31 AUGUST 2024

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